

DePaul University Late Withdrawal Request Form

The late withdrawal process exists to assist students who experience significant academic issues, severe medical, mental health, or personal circumstances that negatively impact their ability to be academically successful.

This is an academic forgiveness policy. Grades of D, F, FX, or W can be replaced with a WA using this policy.

When considering submitting any appeal, we encourage you to first explore University resources and services to understand your options. These resources include your college office, academic advisor, and the Center for Students with Disabilities. In order for your request to be reviewed, a complete application as well as appropriate supporting documentation must be submitted.

If you attended or participated in your course(s) to any degree then supporting documentation can be in the form of a doctor's note (must include letterhead and a signature), medical records, or death certificate.

If you never attended or participated in your course(s) to any degree, please include confirmation that you never attended or participated in the course(s) in the supporting documentation.

Student's Information

Full Name: _____

Student ID: _____

Academic Career: _____

E-mail: _____

I am an international student:

I am a veteran:

Academic Information

What term are you seeking late withdrawal for:

What year are you seeking late withdrawal for:

Autumn Summer 10-week session

Spring Summer Session 1

Winter Summer Session 2

Do you receive Financial Aid?

Have you previously submitted a request?

Please explain your reason for this request:

Course Information

Please list the course(s) for which this will apply. Please note that courses above a D+ will not be considered.

Course Subject: _____	Course Catalog Number: _____	Course Section Number: _____
Course Subject: _____	Course Catalog Number: _____	Course Section Number: _____
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Course Subject: _____	Course Catalog Number: _____	Course Section Number: _____
Course Subject: _____	Course Catalog Number: _____	Course Section Number: _____

Did you attend or participate in any portion of the classes above?

If yes, when was the last date of attendance or participation? _____

Attendance or Participation in a course is defined as:

1. Activity within D2L including discussion posts, quizzes, assignments, readings
2. Physically being in an on-campus course at any point for any period of time.
3. Submitting any assignment within the course.

Confirmation Statements

Please check the respective boxes to confirm you have done the following.

If I am an international student, I have spoken to the International Student and Scholar Services Office on how this will affect my record.

If I have veteran status, I have spoken to the Office of Veteran Affairs on how this will affect my record.

If I receive financial and/or institutional aid, I have discussed the potential impact on my financial record with OneDePaul.

If I live on-campus, I have followed up with the Department of Housing and Residence Life about possible implications.

I have attached appropriate supporting documentation for my request.

I understand that any withdrawal will appear on my official transcripts as a "WA".

Submitting this request does not guarantee a late withdrawal.

You are academically responsible for the course(s) if your application is denied.

You are still responsible for the tuition charges for any course even if approved.

You are financially responsible for any housing costs incurred regardless of appeal outcome.

Late Withdrawal Decisions can take up to 4 weeks.

Incomplete appeals cannot be processed.

By entering my name, I have read the above information and provided accurate responses to the best of my ability and request my application to be reviewed.

Date Signed: